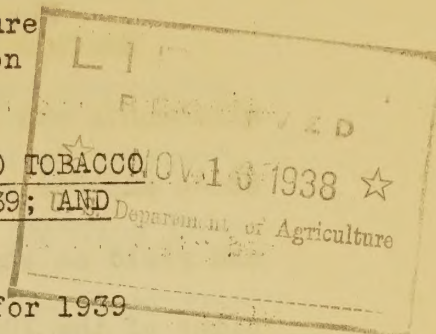


United States Department of Agriculture
Agricultural Adjustment Administration
Tobacco Section

INSTRUCTIONS FOR DETERMINATION OF FLUE-CURED TOBACCO
ACREAGE ALLOTMENTS AND FARM YIELDS FOR 1939; AND
PREPARATION OF FORMS AND REPORTS



Part I. Acreage Allotments and Farm Yields for 1939

Section 1. 1939 Acreage Allotments. The 1939 acreage allotment for each farm shall be the 1939 marketing quota established for the farm, in accordance with the provisions of Form 39-Tobacco 3, divided by the 1939 farm yield, determined as provided below.

Section 2. 1939 Farm Yield. The committee shall recommend for each farm a 1939 farm yield which the committee considers to be normal, taking into account the soil and other physical factors affecting the production of tobacco on the farm. The 1939 farm yield for any farm shall not be more than 300 pounds above or below the 1939 county average yield. The county committee for any county, with the approval of the State committee, may recommend that the farm yield for all farms in the county be limited to any figure ranging from 150 pounds to 300 pounds above or below the 1939 county average yield. Within a county the community committee of any community, with the approval of the county committee, may recommend that the farm yields for all farms in the community be limited within any number of pounds ranging from 150 pounds to 300 pounds above or below the 1939 community average yield.

Section 3. State and County Limits. The sum of the acreage allotments and the weighted average of the farm yields for each State and for each county in a State shall not exceed such acreage and yield as shall be established therefor pursuant to the provisions of the 1939 Agricultural Conservation Program.

Section 4. Rule of Fractions. Acreage allotments shall be rounded to the nearest one-tenth acre. Fractions of more than five-hundredths shall be rounded upward and fractions of five-hundredths or less shall be dropped. Farm yields shall be rounded to the nearest ten pounds. Between intervals of ten amounts of more than five pounds shall be rounded upward and amounts of five pounds or less shall be dropped.

Part II. Preparation of Forms and Reports

Section 1. General Outline. An original and one carbon of Form 39-Tobacco 1, "Farm Summary Sheet - Flue-Cured Tobacco", will be prepared by clerks in each county office, omitting those entries to be made by committeemen in connection with their recommendations for 1939. Both of these copies, together with Form 38-Tobacco 9, will be arranged by communities for use by the community and county committees.

As Forms 39-Tobacco 1 are completed by the committeemen, clerks will prepare therefrom two copies of Form 39-Tobacco 2. Both copies of Form 39-Tobacco 2, together with one copy of Form 39-Tobacco 1, will be forwarded to the State office for review.

After review the copy of Form 39-Tobacco 1, together with one copy of Form 39-Tobacco 2, will be returned to the county office with instructions for any necessary revisions.

Form 39-Tobacco 4 will be prepared in duplicate from Form 39-Tobacco 2 after any revisions therein required by the State office. One copy will be mailed to the operator of the farm and one copy will be retained in the county office.

Section 2. Preparation of Form 39-Tobacco 1.

Item 1 - Past Acreage and Marketings will be obtained from Form 38-Tobacco 9.

(a) Past acreage will be the largest acreage in lines 5(a), 5(b), or 5(c), in Column C.

(b) Past marketings will be the adjusted past marketings in line 6.

Item 2 - Acreage and marketings indicated by land, labor, and equipment will be obtained from Form 38-Tobacco 9.

(a) The acreage entry will be the first entry in line 11.

(b) The marketings entry will be the final entry in line 11.

Item 3. - 1938 Acreage allotment and marketing quota will be obtained from Forms 38-Tobacco 9 and 10.

The marketing quota entry will be the 1938 quota prior to any adjustment by a Review Committee.

Item 6 - 1935 marketings plus diversion. 1/

(a) Marketings will be the entry in line 1, Column G, of Form 38-Tobacco 9.

(b) Diversion will be the product obtained by multiplying the diverted acreage in line 1, Column D, by the farm yield in line 4 of Form 38-Tobacco 9.

Item 7 - The 1938 estimated marketings entry will be determined by multiplying the 1938 measured acreage of tobacco by the yield estimated by the committee to have been marketed from the farm in 1938.

Item 8 - The entry, resulting from the difference between item 6 and item 7, will be indicated as plus or minus. The entry will be indicated as plus if item 7 is larger than item 6 and minus if smaller. 1/

Item 9 - The minimum quota based on 3-year average marketings plus diversion for the years 1936, 1937 and 1938 will be determined in the following manner: 1/

- (a) The 3-year average marketings plus diversion for the years 1935-37 will be obtained from the final entry in line 4 of Form 38-Tobacco 9.
- (b) To the pounds obtained under (a) above, will be added (or subtracted) one-third of the difference between item 6 and item 7. If item 7 is larger than item 6, one third of the difference will be added to the pounds obtained under (a) above.

Items 3(a), 3(b), 4 and 5 -

- (a) The community and county committees will review the data entered on the Farm Summary Sheet together with any additional data on Forms 38-Tobacco 8 and 9 and will make the following recommendations:
 - (1) 1939 marketing quota.
 - (2) 1939 farm yield.
 - (3) 1939 acreage allotment.
- (b) A clerk working with the Committeemen will complete the entries in lines 3(a) or 3(b), 4 and 5 of Form 39-Tobacco 1.
- (c) One community committeeman will initial on behalf of the community committee and one county committeeman will initial on behalf of the county committee.

1/ Items 6, 8, and 9 will be executed only when the final entry in line 4 of Form 38-Tobacco 9 is 5,000 pounds or less.

Section 3. Records for Two or More Farms or Tracts of Land

Under One Operation:

1. Grouping Records. Under any of the following conditions, the Forms 39-Tobacco 1 for any two or more farms or tracts of land shall be grouped together, prior to determination of the 1939 quotas:

(a) Where two or more farms or tracts of land located in the same county are operated by the same person, whether personally or with the aid of wagehands, sharecroppers or share-tenants;

(b) Where two or more tracts of land located in the same county are owned or operated by different members of the same family, such as husband and wife or father or mother and son and daughter, and there is any semblance of joint supervision or management of the farming operations thereon;

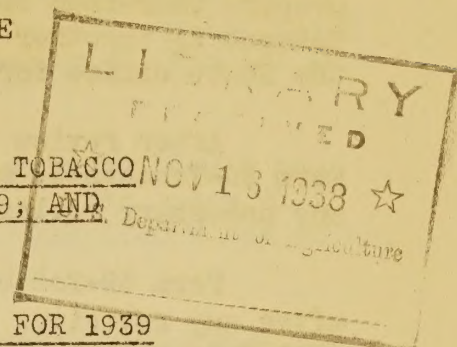
(c) Where two or more tracts of land owned by the same person and located in the same county are rented for cash or fixed or standing rent, if there is any joint supervision or management of the farming operations thereon or if the county committee determines that such tracts of land have been rented for the purpose of establishing them as separate farms so as to take advantage of any minimum provision for small farms.

2. Limitation of Quotas. Where records are grouped together for two or more tracts of land as provided above, a summary shall be made of all the Forms 39-Tobacco 1, "Farm Summary Sheet" and the committee shall recommend one quota for all of the tracts of land. The committee shall then recommend separate quotas for the tract(s) of land covered by separate records. The sum of the quotas for the separate tracts of land shall not exceed the quota recommended for all of the tracts of land when grouped together, unless the committee finds there are one or more separate and distinct farms which cannot be construed within the definition of farm as land which is being operated in conjunction with other land as a farm and which therefore are entitled to consideration under the minimum quota provision in the Act.

Section 4. Adjustment of Farm Yield or Other Data on Form

38-Tobacco 9. Whenever, as provided in Part II, Subsection 3(a) of Form 39-Tobacco 3, "Procedure for 1939 Flue-Cured Tobacco Quotas", the committee makes any revision of the farm yield or other data on Form 38-Tobacco 9, "Farm Quota Sheet", such revision should be noted on the margin of the form under the heading "Committee Adjustments for 1939".

Issued November 10, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Tobacco SectionINSTRUCTIONS FOR DETERMINATION OF FLUE-CURED TOBACCO
ACREAGE ALLOTMENTS AND FARM YIELDS FOR 1939; AND
PREPARATION OF FORMS AND REPORTSPart 1. ACREAGE ALLOTMENTS AND FARM YIELDS FOR 1939

Section 1. 1939 Acreage Allotments. The 1939 acreage allotment for each farm shall be the 1939 marketing quota established for the farm, in accordance with the provisions of Form 39-Tobacco 3, divided by the 1939 farm yield, determined as provided below.

Section 2. 1939 Farm Yield. The committee shall recommend for each farm a 1939 farm yield which the committee considers to be normal, taking into account the soil and other physical factors affecting the production of tobacco on the farm. The 1939 farm yield for any farm shall not be more than 300 pounds above or below the 1939 county average yield. The county committee for any county, with the approval of the State committee, may recommend that the farm yield for all farms in the county be limited to any figure ranging from 150 pounds to 300 pounds above or below the 1939 county average yield. Within a county the community committee of any community, with the approval of the county committee, may recommend that the farm yields for all farms in the community be limited within any number of pounds ranging from 150 pounds to 300 pounds above or below the 1939 community average yield.

Section 3. State and County Limits. The sum of the acreage allotments and the weighted average of the farm yields for each State and for each county in a State shall not exceed such acreage and yield as shall be established therefor pursuant to the provisions of the 1939 Agricultural Conservation Program.

Section 4. Rule of Fractions. Acreage allotments shall be rounded to the nearest one-tenth acre. Fractions of more than five-hundredths shall be rounded upward and fractions of five-hundredths or less shall be dropped. Farm yields shall be rounded to the nearest ten pounds. Between intervals of ten amounts of more than five pounds shall be rounded upward and amounts of five pounds or less shall be dropped.

Part II. PREPARATION OF FORMS AND REPORTS

Section 1. General Outline. An original and one carbon of Form 39-Tobacco 1, "Farm Summary Sheet - Flue-cured Tobacco", will be prepared by clerks in each county office, omitting those entries to be made by committee-men in connection with their recommendations for 1939. Both of these copies, together with Form 38-Tobacco 9, will be arranged by communities for use by the community and county committees.

As forms 39-Tobacco 1 are completed by the committeemen, clerks will prepare therefrom two copies of Form 39-Tobacco 2. Both copies of Form 39-Tobacco 2, together with one copy of Form 39-Tobacco 1, will be forwarded to the State office for review.

After review the copy of Form 39-Tobacco 1, together with one copy of Form 39-Tobacco 2, will be returned to the county office with instructions for any necessary revisions.

Form 39-Tobacco 4 will be prepared in duplicate from Form 39-Tobacco 2 after any revisions therein required by the State office. One copy will be mailed to the operator of the farm and one copy will be retained in the county office.

Section 2. Preparation of Form 39-Tobacco 1

Item 1 - Past acreage and marketings will be obtained from Form 38-Tobacco 9.

- (a) Past acreage will be the largest acreage in lines 5(a), 5(b), or 5(c) in Column C.
- (b) Past marketings will be the adjusted past marketings in line 6.

Item 2 - Acreage and marketings indicated by land, labor and equipment will be obtained from Form 38-Tobacco 9.

- (a) The acreage entry will be the first entry in line 11.
- (b) The marketings entry will be the final entry in line 11.

Item 3 - 1938 acreage allotment and marketing quota will be obtained from Forms 38-Tobacco 9 and 10.

The marketing quota entry will be the 1938 quota prior to any adjustment by a Review Committee.

For any farm for which the committee makes an adjustment of the 1938 quota pursuant to Subsection 3(a) of Form 39-Tobacco 3, "Procedure for 1939 Flue-cured Tobacco Quotas", such adjusted 1938 quota shall be written on line 3 in the right hand margin of Form 39-Tobacco 1 and a circle shall be drawn around the figure.

Item 6 - 1935 marketings plus diversion. 1/

- (a) Marketings will be the entry in line 1, Column G, of Form 38-Tobacco 9.
- (b) Diversion will be the product obtained by multiplying the diverted acreage in line 1, Column D, by the farm yield in line 4 of Form 38-Tobacco 9.

1/ Items 6, 8 and 9 will be executed only when the final entry in line 4 of Form 38-Tobacco 9 is 5,000 pounds or less.

Item 7 - The 1938 estimated marketings entry will be determined by multiplying the 1938 measured acreage of tobacco by the yield estimated by the committee to have been marketed from the farm in 1938.

Item 8 - The entry, resulting from the difference between item 6 and item 7, will be indicated as plus or minus. The entry will be indicated as plus if item 7 is larger than item 6 and minus if smaller. 1/

Item 9 - The minimum quota based on three-year average marketings plus diversion for the years 1936, 1937 and 1938 will be determined in the following manner: 1/

- (a) The three-year average marketings plus diversion for the years 1935-37 will be obtained from the final entry in line 4 of Form 38-Tobacco 9.
- (b) To the pounds obtained under (a) above, will be added (or subtracted) one-third of the difference between item 6 and item 7. If item 7 is larger than item 6, one-third of the difference will be added to the pounds obtained under (a) above.

Items 3(a), 3(b), 4 and 5 -

- (a) The community and county committees will review the data entered on the Farm Summary Sheet together with any additional data on Forms 38-Tobacco 8 and 9 and will make the following recommendations:
 - (1) 1939 marketing quota
 - (2) 1939 farm yield
 - (3) 1939 acreage allotment
- (b) A clerk working with the committeemen will complete the entries in lines 3(a) or 3(b), 4 and 5 of Form 39-Tobacco 1. The increase or decrease figures in lines 3(a) and 3(b) will be the difference between the recommended 1939 acreage allotment and quota and the 1938 acreage allotment and quota as entered in line 3 under the columns "Acreage" and "Pounds". The 1938 quota in line 3 under the column "Pounds" will be the 1938 quota prior to any adjustment thereof by a review committee.
- (c) One community committeemen will initial on behalf of the community committee and one county committeemen will initial on behalf of the county committee.

1/ Items 6, 8 and 9 will be executed only when the final entry in line 4 of Form 38-Tobacco 9 is 5,000 pounds or less.

Adjustment for 1938 Marketings.

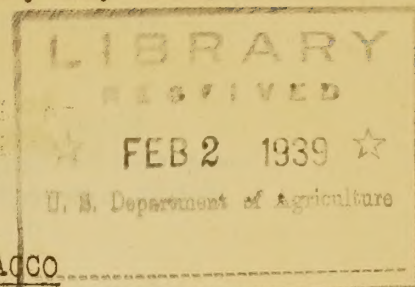
There shall be calculated and entered on line 3 to the left of the column headed "Acreage" the number of pounds obtained by adding or subtracting from the 1938 quota one-fifth of the difference between the 1938 marketings and the 1938 quota.

Section 3. Records for Two or More Farms or Tracts of Land Under One Operator:

1. Grouping Records. Under any of the following conditions, the Forms 39-Tobacco 1 for any two or more farms or tracts of land shall be grouped together, prior to determination of the 1939 quotas:
 - (a) Where two or more farms or tracts of land located in the same county are operated by the same person, whether personally or with the aid of wagehands, sharecroppers or share-tenants;
 - (b) Where two or more tracts of land located in the same county are owned or operated by different members of the same family, such as husband and wife or father and mother or son and daughter, and there is any semblance of joint supervision or management of the farming operations thereon;
 - (c) Where two or more tracts of land owned by the same person and located in the same county are rented for cash or fixed or standing rent, if there is any joint supervision or management of the farming operations thereon or if the county committee determines that such tracts of land have been rented for the purpose of establishing them as separate farms so as to take advantage of any minimum provision for small farms.
2. Limitation of Quotas. Where records are grouped together for two or more tracts of land as provided above, a summary shall be made of all the Forms 39-Tobacco 1, "Farm Summary Sheet" and the committee shall recommend one quota for all of the tracts of land. The committee shall then recommend separate quotas for the tract(s) of land covered by separate records. The sum of the quotas for the separate tracts of land shall not exceed the quota recommended for all of the tracts of land when grouped together, unless the committee finds there are one or more separate and distinct farms which cannot be construed within the definition of farm as land which is being operated in conjunction with other land as a farm and which therefore are entitled to consideration under the minimum quota provision in the Act.

Section 4. Adjustment of Farm Yield or Other Data on Form 38-Tobacco 9
Whenever, as provided in Part II, Subsection 3(a) of Form 39-Tobacco 3, "Procedure for 1939 Flue-Cured Tobacco Quotas", the committee makes any revision of the farm yield or other data on Form 38-Tobacco 9, "Farm Quota Sheet", such revision should be noted on the margin of the form under the heading "Committee Adjustments for 1939".

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Tobacco Section



INSTRUCTIONS FOR DETERMINATION OF FLUE-CURED TOBACCO
ACREAGE ALLOTMENTS AND FARM YIELDS FOR 1939; AND
PREPARATION OF FORMS AND REPORTS

Part III. Acreage Allotments and Farm Yields for 1939 for Old Tobacco Farms on Which Tobacco was not Grown in 1938.

For old tobacco farms, on which tobacco was not grown in 1938 but is grown in 1939, acreage allotments will be established as follows:

- A. Forms. Forms 39-Tobacco 1, 2 and 6 will be used as provided for other farms omitting any inapplicable entries and calculations.
- B. Normal Acreage. The acreage allotment will be based upon the "normal acreage" which shall be 75 percent of the "past acreage" plus 25 percent of the "acreage indicated by land, labor and equipment" for the farm; provided that the normal acreage for any farm shall not be more than 25 percent above or below the past acreage; and provided further that whenever, because of production of crops (other than tobacco, cotton, peanuts and truck and vegetables) for market or for feeding to produce livestock or livestock products for market, the committee determines that the consideration given to land and labor by use of the acreage indicated by land, labor and equipment is too great because of failure to consider such other crops then the committee shall decrease the amount of adjustment for land and labor to such an extent as it considers appropriate in view of the production of such other crops.

The past acreage will be the past acreage for the farm, as determined on Form 38-Tobacco 9, decreased one-fourth because no tobacco was grown on the farm in 1938; provided that if committeemen determine that the failure to plant tobacco on the farm in 1938 was due to abnormal weather conditions or to plant-bed diseases, the 1938 acreage may be adjusted for such abnormal conditions and the decrease in the past acreage will be one-fourth of the acreage by which the adjusted 1938 acreage is less than the past acreage for the farm.

- C. Allotment. Except as provided below in this paragraph C, the acreage allotments will bear the following relation

to the normal acreages obtained in accordance with Paragraph B above:

	<u>Normal Acreage</u>	<u>Allotment</u>
	5.1 acres or more	70 percent of normal acreage
From	4.8 to 5.0 acres	3.5 acres
From	4.4 to 4.7 acres	3.4 acres
From	4.0 to 4.3 acres	3.3 acres
From	3.6 to 3.9 acres	3.2 acres
	3.5 acres or less	90 percent of normal acreage

The acreage allotment determined in accordance with the foregoing method shall not exceed the following percentages of cropland:

<u>Acreages of Cropland</u>	<u>Maximum Percent Which 1939 Acreage Allotment can be of Cropland</u>
25 acres or more	28
12-24 acres	30
11 acres	31
10 acres	33
9 acres	35
8 acres	37
7 acres	39
6 acres	41
5 acres	43
4 acres or less	45

Notwithstanding any of the foregoing provisions, if the average of the harvested and diverted acreage of tobacco on a farm in the three years, 1936-38, is 4 acres or less, the acreage allotment shall not be less than such three year average; provided that, this minimum allotment shall be applicable only to single farming units which represent the only farm on which tobacco is grown by or for the operator of the farm.

- D. Farm Yield. The 1939 farm yield shall be recommended by the committee in accordance with section 2, part I, of Form 39-Tobacco 5, and said section 2 is amended to permit the establishment of a yield per acre varying from the county average without regard to the limits now included in section 2 in relation to the county average, provided that such yield shall be recommended by the county committee and approved by the State committee.

Part IV. Acreage Allotments for New Tobacco Farms on Which Tobacco is Grown in 1939 for the First Time Since 1934.

A number of acres of tobacco not exceeding 8800 acres shall be available for distribution under the following conditions to new tobacco farms on which flue-cured tobacco is grown in 1939 for the first time since 1934.

A. Eligibility for Allotment. In order to be eligible for an acreage allotment an application shall be filed not later than February 18, 1939, by the operator of the farm with the county agricultural conservation committee of the county in which the farm is located and the following conditions shall be met:

1. The applicant shall have had previous experience in growing tobacco for two years or more during the past five years.
2. The applicant shall be living on the farm and shall be the owner thereof or if he is not the owner shall be buying the farm or renting the farm for cash and supplying the machinery, workstock and finances for the operation of the farm, entirely independent of the owner of the farm.
3. There shall be a tobacco curing barn on the farm or the applicant shall build a curing barn on the farm.
4. Farming shall be the chief source of income upon which the applicant depends for his livelihood and the particular farm for which the allotment is requested shall be the only farm owned or operated by him on which flue-cured tobacco is produced.
5. There shall be 15 acres or more of cropland in the farm.

B. Total Allotment. The acreage allotment for any farm which can meet the conditions specified under A above shall be the smaller of (a) the acreage allotment requested by the applicant or (b) three acres; provided that: (1) the county committee shall determine that the allotment for any new farm shall not exceed 75 percent of the allotment established for old tobacco farms in the same community (or in the same county, if there are no old tobacco farms in the community) which are similar with respect to land, labor and equipment available for the production of tobacco; crop-rotation practices; and the soil and other physical factors affecting the production of tobacco; and (2) all allotments to new tobacco farms shall be reduced, if necessary, so that the sum of such acreage

allotments for new tobacco farms in 1939 shall not exceed 8800 acres.

- C. Farm Yields. The farm yield per acre for new tobacco farms in 1939 shall be the 1939 community average yield for old tobacco farms if available; or, if not available, the 1939 county average yield for old farms; or, if there are no old tobacco farms in the county, the 1939 state average yield.

Part V. Forms and Reports

The 1939 acreage allotments determined as provided in Parts III and IV above shall be listed on Form 39-Tobacco 2, the allotments for old farms and the allotments for new farms in 1939 being listed on separate sheets. One copy of Form 39-Tobacco 1, one copy of Form 39-Tobacco 7 and two copies of Form 39-Tobacco 2 shall be forwarded to the State office for approval. The State office shall retain one copy of Form 39-Tobacco 2 and shall return the other copy, together with the copies of Form 39-Tobacco 1 and 7 to the county office with any instructions for necessary corrections.

Each county office shall mail acreage allotment notices to operators of old tobacco farms on Form 39-Tobacco 6 and to applicants receiving new farm allotments, on forms prepared by the State office.